

*\*This is a fillable form*

**SCHOOL INFORMATION**

SCHOOL NAME	_____
SCHOOL ADDRESS	_____
SCHOOL CITY	_____
SCHOOL PHONE	_____
	ZIP CODE _____

**TRAINING INFORMATION**

The administrator signing the intent to participate form for a new school that registers to participate in the Wisconsin Parental Choice Program during the 2014-15 school year must complete fiscal management training in order to participate in the WPCP. The training consists of one full-day and one half-day session that will be held **in Madison at the Department of Public Instruction at 125 South Webster Street.**

Day One of the training covers WPCP program requirements, student eligibility, reporting requirements, an introduction to the On-line Application System (OAS), fiscal management and an overview of the choice program budget process. Day Two of the training provides an in-depth, hands-on session on completing the WPCP budget. **The WPCP administrator must attend both days of training.** Additionally, it is strongly advised that the individual that will complete the budget and/or who is responsible for the school's accounting, bookkeeping or fiscal management attend Day Two of the training.

**PARTICIPANT REGISTRATION**

**DAY ONE:** Please select one session—*Please Note:* All day one sessions are from 8:30am – 5pm

<input type="checkbox"/> Mon. January 6	<input type="checkbox"/> Tues. January 14	<input type="checkbox"/> Fri. January 17	<input type="checkbox"/> Thurs. January 23
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NAME	TITLE	EMAIL
1.		
2.		
3.		

**DAY TWO:** Please select one session—*Please Note:* All day two sessions are from 1pm – 4:30pm

<input type="checkbox"/> Wed. February 26	<input type="checkbox"/> Mon. March 3	<input type="checkbox"/> Thurs. March 13	<input type="checkbox"/> Wed. March 19
<input type="checkbox"/> Mon. March 24	<input type="checkbox"/> Fri. March 28		

NAME	TITLE	EMAIL
1.		
2.		
3.		

Please Email or Fax the completed form to Latoya Holiday at [latoya.holiday@dpi.wi.gov](mailto:latoya.holiday@dpi.wi.gov) or fax 608-267-9207. If you have questions regarding the training or registration please call Latoya Holiday at 608-266-8066.

Please plan to arrive at least 15 minutes before the start of the session to check-in and receive training materials. All training participants will be asked to provide a government-issued form of identification at check-in. Sessions will begin promptly at the time specified. Those who arrive late or leave early will not satisfy the training requirement.

For driving directions to the DPI office in Madison and for parking information, please visit <http://dpi.wi.gov/driving>.